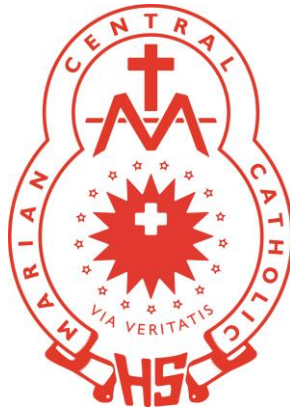


**Marian Central Catholic High School  
1001 McHenry Avenue  
Woodstock, IL**



**CRISIS PLAN**

*Updated August 26, 2025*



**Marian Central Catholic High School**  
**1001 McHenry Avenue**  
**Woodstock, IL**

**CRISIS PLAN**

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## **EMERGENCY IDENTIFICATION PROCEDURES**

When you call, follow these Identification Procedures:

### **FOR ASSISTANCE IN MEDICAL OR SAFETY EMERGENCY, CALL 911 OR THE LOCAL EMERGENCY NUMBERS LISTED BELOW**

1. Identify yourself and the specific location of the emergency.
  - a. Give the street address of Marian Central Catholic High School:  
1001 McHenry Avenue, Woodstock, Illinois 60098.
  - b. Identify your location: area of the building or premises,  
office/area/classroom area.
2. Tell what has occurred. Be concise and factual.
3. Relate type known or suspected injuries or fatalities.
4. Identify immediate help needed.

Notify: Superintendent/Curriculum Director shall be main contact for all Medical Emergencies and individuals on following Marian's Medical Emergency Contact List.

### **MARIAN'S MEDICAL EMERGENCY CONTACT LIST**

Individuals who should be contacted in a Medical Emergency are:

Name/Title		Work Number
1.	Mr. Mike Shukis, Head of School (Main Contact)	815-338-4220 X102 Cell 262-325-6865
2.	Mrs. Debra Cunico, Dean of Curriculum	815-338-4220 X105 Cell 815-575-6791
3.	Mr. Benjamin Winkelman, Dean	815-338-4220 X128 Cell 815-790-3660
4.	Mr. Brad Williams, Dean	815-338-4220 X127 Cell 734-846-2067
5.	Mr. Cody O'Neill, Athletic Director	815-338-4220 X119 Cell 815-560-1237
6.	Mrs. Kelly Hilton, Dean of Guidance	815-338-4220 X121 Cell 704-965-0767

### **PERSONNEL AT MARIAN HIGH SCHOOL WHO ARE TRAINED AND CERTIFIED TO ADMINISTER FIRST AID/CPR/AED**

Name	First Aid	CPR	AED
Bryan Smith	X	X	X
Benjamin Winkelman	X	X	X

## LOCAL EMERGENCY PHONE NUMBERS

### **EMERGENCY ASSISTANCE NUMBERS:**

Fire Department - EMERGENCY	911
Police Department - EMERGENCY	911
Ambulance - EMERGENCY	911
Woodstock Fire Dept. (Business)	911
McHenry Police Dept. (Business)	815-338-2621
County Sheriff's Dept. (Business)	815-338-2144
McHenry County Health Dept.	815-334-4510
Poison Information Center	1-800-222-1222
Northwestern Medicine Woodstock Hospital	815-338-2500
Northwestern Med.-McHenry Hosp.	815-344-5000
Illinois Dept. Children & Family Serv.	(Abuse) 1-800-252-2873
Woodstock Office of DCFS	815-338-1068
Diocese of Rockford	815-399-4300

### **UTILITY COMPANIES:**

ComEd Acct# 0770658001	Electric	877-426-6331
Dep. Of Public Works	Water	815-338-6118
Nicor	Gas	888-642-6748

### **MARIAN CENTRAL SCHOOL PERSONNEL AND POSITION**

Subject	Teacher	Room Number
PE/Health/First Aid	Bryan Smith	Gym/Rm 205
PE	Lafayette Bell	Gym
Student Service	Monika Hess	Rm 207
Student Service	Chris Taylor	Rm 210
Science	Doug Wilbrandt	Rm 214
Science	Joseph Stone	Rm 213
Science	Carolyn Bolman	Rm 123
Math	Steve Liggett	Rm 212
Math	Sonia Badash	Rm 206

Math	Tom Berger	Rm 230
English	Emily D'Antonio	Rm 129
English	Christine Connell	Rm 131
English	Kalen Smith	Rm 130
English	Olivia Arza	Rm 127
Social Studies	Tyler Palak	Rm 217
Social Studies	Laura Littner	Rm 125
Social Studies	Glenn Pinnau	Rm 218
Social Studies	Brad Williams	Rm 219
Theology	Julie Woodin	Rm 135
Theology	Matt Schwartz	Rm 134
Theology	Kristina Nelson	Rm 133
World Language	Idalia Martinez	Rm 209
World Language	Christi DeWispelaere	Rm 208
World Language	Nataliya Zimmerman	Rm 222
Art	Tavena Mejdouli	Rm 110
Business	Tim Florer	Rm 121 & 132
Music	Andrew Ossler	Rm 111

#### Staff

Head of School	Mike Shukis
Dean of Curriculum	Debra Cunico
Spiritual Director	Rev. Charles Warren
Dean of Students	Benjamin Winkelman
Dean of Students	Brad Williams
Director of Admissions & Development	Kaitlin Bordeaux
Admissions	Liam Kirwan
Director of Guidance	Kelly Hilton
Guidance	Andrew Fearn
College Counselor	Shawn Wochner
Guidance Secretary	Julie Diamond
Athletic Director	Cody O'Neill
Communications Director	Vannessa Garrelts
Admin. Assistant	Laurie DiSilvio
Receptionist/Registrar	Kris Johnson
Business Manager	Mayra Fabian
Facilities Director	Leon Cobos Rivera
Custodian	John Tropp
Custodian	Christopher Birdsell

## **MARIAN EMERGENCY EQUIPMENT LISTING**

### **Fire Extinguisher Locations 1<sup>st</sup> Floor**

Near commons Entrance Door #1	Near AD Office
In Main Visitor Entrance in Gym	Main Gym Near Door #27
Hallway Jock Lot Entrance	Aux Gym Near Hallway Entrance
In Room 147	Main Hallway Near Kitchen Entrance
Three in Kitchen	In Door Three Hallway
In Cafeteria Near Door #4	Two in Staff Room
One in Art Room #110	In Hallway to the Art Room
Main Hallway Across Rm #146	Main Hallway Near Stairwell C

In Auditorium Commons	Two Back Stage of Auditorium
In Boiler Room	Main Hallway Outside Rm 126
Maintenance Rm Near Door #2	In Room 126
In Prep Room for #125	In Room 125
In Prep Room for #124	In Room 124
In Room 123	In Hallway Between Rm 123 & 124

### **Fire Extinguisher Locations 2<sup>nd</sup> Floor**

In Prep Room for #211	In Room 211
In Prep Room for #212	In Room 212
Main Hallway Across from Rm 212	In Prep Room for #213
In Room 213	In Room 214
Main Hallway Outside of Rm 214	Main Hallway Near Stairwell
In Library	Main Hallway Outside Rm 205

#### **First Aid Kit Locations**

In School Office
In P.E. Teacher's Desk

#### **Automatic Defibrillator Locations**

Gym Commons – 1st Floor
Auditorium Commons – 1st Floor
2nd Floor Outside of Guidance

## Turn Off Locations

Electrical	Gas	Water
Inside the Maintenance shop	Outside the Jock lot door (Door 26)	Both the Main Building and the Annex can be shut off by the Fire hydrant on the hill out in front of the school
In the Boiler room by the Elevator	In the basement of the Annex in the boiler room	
In the Electrical room on the second floor by the Chapel		
In the Annex Boiler room		

### Bio-Hazardous Material Container Location

First Floor in School Office
------------------------------

## Fire Alarm Locations

Type	Location
Pull Station	2 <sup>nd</sup> Floor Stairs by Rm 211
Pull Station	2 <sup>nd</sup> Floor Hall by Elevator
Pull Station	2 <sup>nd</sup> Floor Room 217
Pull Station	2 <sup>nd</sup> Floor by Room 220
Pull Station	2 <sup>nd</sup> Floor Room 205
Pull Station	2 <sup>nd</sup> Floor Room 201
Pull Station	1 <sup>st</sup> Floor Room 123
Pull Station	1 <sup>st</sup> Floor by Elevator
Pull Station	By Chapel Exit
Pull Station	East Stage Exit
Pull Station	Auditorium East Stage
Pull Station	Auditorium East Exit
Pull Station	Auditorium Southeast
Pull Station	Auditorium Southwest
Pull Station	Auditorium West Exit
Pull Station	Auditorium Northwest
Pull Station	1 <sup>st</sup> Floor Room 129
Pull Station	1 <sup>st</sup> Floor Hall by Music Room
Pull Station	1 <sup>st</sup> Floor Room 121
Pull Station	1 <sup>st</sup> Floor Rm 110 North Exit
Pull Station	1 <sup>st</sup> Floor Main Entrance
Pull Station	Cafeteria East Exit
Pull Station	Kitchen Exit

Pull Station	1 <sup>st</sup> Floor Hall Between Gyms
Pull Station	1 <sup>st</sup> Floor Hall by Maintenance
Pull Station	1 <sup>st</sup> Floor Main Gym Lobby
Pull Station	1 <sup>st</sup> Floor Main Gym Lobby North
Pull Station	1 <sup>st</sup> Floor Main Gym Southeast
Pull Station	1 <sup>st</sup> Floor Main Gym Northeast
Pull Station	1 <sup>st</sup> Floor Main Gym Northwest
Pull Station	1 <sup>st</sup> Floor Main Gym Southwest



# **INTRODUCTION**

## **PURPOSE**

Marin Central Catholic High School will strive to meet the moral and legal responsibilities involved in providing a safe school environment. This Crisis Management Plan is designed to provide a framework for protecting students, staff, and school facilities. It describes the responsibilities of staff members for a wide range of emergencies and disaster situations that may occur. The plan should be reviewed yearly to be sure it follows the Police Department, the Diocese of Rockford, and the Illinois State Board of Education.

The following procedures are to minimize problems and confusion that can accompany a disaster. The purpose of this plan is to outline a three-step process for emergency preparedness:

1. Prevention Strategies
2. Crises Action Plans
3. Post-Crisis Response Guidelines

This guide cannot anticipate all aspects of emergency preparedness. We constantly seek:

1. To make school personnel more aware and involved in emergency planning.
2. To provide staff training.

## **PLAN IMPLEMENTATION**

This plan will be:

1. Initiated by the superintendent/curriculum director or delegated person when conditions warrant its execution.
2. Implemented by all staff that will remain at school and provide those duties as assigned by the superintendent/curriculum director.
3. Reviewed yearly to promote awareness of identified functions and pre-assigned responsibilities.

## **STAFF ORIENTATION AND TRAINING**

All school staff will be oriented to this plan by the Administrative Team at the beginning of each school year. Training for CPR and AED's will be offered to staff members. At least two staff members should be trained for first aid. Marian Central will pay for this training.

## CRISIS MANAGEMENT TEAM

The Crisis Management Team shall consist of the Superintendent, Curriculum Director, Deans, Spiritual Director, Administrative Assistant, Guidance Director, Director of Maintenance, and Business Manager.

The Crisis Management Team oversees the implementation of the crisis plan. The team not only plans what to do when a disaster/crisis strikes, but it ensures that staff, students, and parents feel secure in knowing how to respond.

The role of the team is to be knowledgeable regarding:

1. The details of the school (entrances and exits)
2. School routines
3. Access: inside and outside
4. Class schedules
5. Status of school activities: class, lunch, gym
6. Locations: gas, electric, water, phone
7. Communication with police, medical personnel, and parents

In response to a notification of an emergency or disaster, the Superintendent and Curriculum Director immediately assemble in the office the Crisis Management Team.

Emergencies include medical emergencies, the death of a student, death of a teacher, an act of physical violence, significant injury in the school, armed student and hostage situations, natural disaster, weather and/or facility crisis.

## EMERGENCY FILE

An Emergency File containing Student-Permission Emergency Release information for all students will be maintained in the school office. All parents will complete an emergency information form for their child.

The school's Administrative Assistant will take the Emergency Binder whenever the school building is evacuated.

## PARENT COMMUNICATION

The Crisis Management Plan can be accessed through the Marian web site. A copy is available in the school office.

## PARENT ALERT SYSTEM

The school's communication system, the school's web site and text messaging will all be utilized when the Superintendent and Curriculum Director find it necessary to contact parents regarding a crisis.

## STAFF FUNCTIONS/ROLES

Individual crisis plans will be provided to each teacher at the first faculty meeting in August. The Crisis Plan will be included in the Staff Handbook. The Administrative Team will make sure that students and staff are familiar with the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

### 1. Superintendent

The Superintendent/ Curriculum Director shall assume overall direction of crisis/disaster procedures. The Curriculum Director shall prepare written disaster/crisis plans for his/her school and present a copy to the Fire and Police Departments.

The Superintendent shall:

- a. Direct all operations of the division in the management of the emergency.
- b. Gather information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency.
- c. Assess the emergency and assign tasks based on the overall needs for managing the emergency.
- d. Direct all activities of division and school staff in the management of the emergency.
- e. Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the emergency.
- f. Authorize the release of information to the public.
- g. Keep our Parish Pastors and the Board of Consultants informed of emergency status.
- h. The Curriculum Director will assist the Superintendent and serve in this capacity in the absence of the Superintendent.

### 2. Administrative Assistant

- a. From the school office, direct all office staff.
- b. Send out all email and text messages to school families.
- c. Establish and maintain lines of communication between the office and the emergency site; for off-campus emergencies, lines of communication must be established for the school, as well. Such lines of communication may also include couriers.
- d. Manage the professional and non-professional staff from the school office.
- e. Assign resources (persons and materials) to various sites for specific needs.
- f. Communicate with other schools in the area during the emergency period.
- g. Arrange for the delivery of outside services and materials needed for the management of the emergency.
- h. Report a fire or disaster to the appropriate authorities.

- i. Assist the Curriculum Director as needed.
- j. Provide for the safety of essential school records and documents.
- k. Operate telephones.
- l. Monitor emergency broadcasts.
- m. Act as messengers and carriers when so directed.
- n. Update the school website, as necessary.

### 3. Curriculum Director

- a. Establish and implement plan for crisis, form, and coordinate crisis team.
- b. Maintain an active file of community persons, such as counselors, doctors, psychologists, pastors, information regarding services and follow-up services.
- c. Create letters to notify parents of continuing care that is available to students; available care will include local and state agencies, as well as school-based care.
- d. Develop an information sheet for parents, teachers, and others; information will include topics such as talking with students, signs of depression, and others relating to crisis stress.
- e. Develop a schedule for activities for the first day of school following the crisis with support services.
- f. Maintain follow-up activities such as referrals for help outside the school services setting.
- g. Report immediately to the local hospital to see if students or adults are being sent to that hospital for treatment. If more than one hospital is admitting students or adults, coordinate communication among those hospitals.
- h. Coordinate communication between the hospital and school office.
- i. Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.

### 4. Dean's Office

- a. Develop plans and scenarios in which technological resources can be dispersed effectively to emergency sites.
- b. Handle overflow telephone calls at the emergency site.
- c. Make recommendations regarding the restarting of school activities.
- d. Serve as liaison between the emergency school site and the emergency support teams that may be needed.
- e. Coordinate and direct communication between the emergency site and county and state agencies.
- f. Coordinate and direct contact with emergency medical services, local police and sheriff's departments, and the fire department.
- g. Coordinate and direct search-and-rescue operations when needed.
- h. Supervise the use of the school computer system for communication with the office and all other entities.
- i. As needed, report various sites involved in the communication system and if there are problems in that system.

- j. Coordinate information to be shared with school personnel during and after the crisis.
- k. Compose communication information for school families.
- l. Coordinate with director of Durham Transportation.

#### 5. Business Manager

- a. Plan and initiate arrangements for food for building personnel.
- b. Arrange for the payment of monies needed to respond to emergency situations; authorize purchases and payments for such resources.

#### 6. Teachers

Teachers will be responsible for supervision of students in their charge.  
Teachers shall:

- a. Direct evacuation of students in their charge to inside or other assembly areas in accordance with signals, warning written notification, or intercom orders.
- b. Give the DUCK, COVER AND HOLD ON command during an earthquake, or in any surprise form of attack.
- c. Take attendance when the class is relocated in an outside or inside assembly area or at another location.
- d. Report missing students in need of first aid to office or person trained in first aid.

#### 7. Maintenance Personnel

Maintenance personnel are responsible for use of emergency equipment, the handling of supplies and the use of available utilities. The custodian shall:

- a. Survey and report damage to the Superintendent.
- b. Keep tools at the shut-off for gas, water, and electricity and ascertain that no hazard results from broken gas, water mains, or fallen electrical lines.
- c. Provide damage control if possible.
- d. Keep the Superintendent/Curriculum Director informed of the condition of the school.
- e. Assist as directed by the Superintendent/Curriculum Director.

#### 8. Priest/Spiritual Director/Administrator

The Priest/Spiritual Director/Administrator responsibilities include:

- a. Meet and talk with parents of students and spouses of adults who have been admitted to the hospital.
- b. Lead implementation of follow up program with students/staff.

## 9. Guidance Counselors

Guidance Counselors help the overall director of the incident management procedures at the site. Responsibilities include:

- a. Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- b. Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- c. Work with Priest/Spiritual Director on implementation of follow up program with students/staff regarding possible individual or group counseling sessions.

## 10. Students

Responsibilities include:

- a. Cooperate during emergency drills and exercises and during an incident.
- b. Learn to be responsible for themselves and others in an incident.
- c. Understand the importance of not being a bystander by reporting situations of concern.
- d. Develop an awareness of the high priority threats and hazards and how to take measures to protect against those threats and hazards.

## 11. Parents/Guardians

Responsibilities include:

- a. Encourage and support school safety, violence prevention and incident preparedness programs within the school.
- b. Provide the school with requested information concerning Emergency Information Form and other related school information.

# **PREVENTION STRATEGIES**

## **PREVENTION**

1. Identify appropriate strategies that provide school safety
  - a. Policy and Guidelines
  - b. Annual checklist: Safety of Educational Facility
  - c. Annual training for teachers and staff in a range of skills
  - d. Shelter in Place (Tornado Drills)
  - e. Evacuation (Fire) Drills
  - f. Intruder Alert Drills
2. Resources
  - a. Classroom safety units
  - b. In-Services
  - c. Speakers

## **INTERVENTION**

Recognize early warning signs of problems and offer encouragement and support

1. Social withdrawal
2. Excessive feelings of isolation and being alone
3. Excessive feelings of rejection
4. Being a victim of violence
5. Feelings of being picked on and persecuted
6. Low school interest and academic performance
7. Expressions of violence – writings and drawings
8. Uncontrolled anger
9. Patterns of impulsive and chronic hitting, intimidating and bully behavior
10. History of discipline problems
11. History of violent and aggressive behavior
12. Drug use and alcohol use
13. Inappropriate access to possession of, and use of firearms
14. Inform parents of concerns immediately and involve them in meaningful ways.
15. Make referrals for troubled students

# **SCHOOL SAFETY GUIDELINES**

1. Marian prohibits the use of tobacco, drugs, & alcohol on the school grounds including parking lot, athletic properties, school, gym, and cafeteria.
2. Supervision policy is outlined in the Faculty Handbook. Supervision of students is always maintained.
3. Lunchtime activities are always supervised by adult personnel.
4. Student participation in extracurricular activities is supervised by adults who must inform students of scheduled times for activities.
5. Indoor and outdoor premises are properly maintained during inclement weather to ensure the safety of students and adults.

6. All handrails and steps in hallways are regularly checked for safety. All are encouraged to report potential hazards to the office.
7. Gym equipment is periodically checked for safe performance.
8. Parents should inform the school office if there is any medical reason their child cannot participate in gym class or in other particular sports.
9. Emergency information is maintained in the office. Parent or guardian fills out a family emergency form at the beginning of the school year, indicating whom to be called in an emergency.
10. If a child becomes ill or injured, parent(s) or delegated persons are notified immediately.
11. Medication for students is maintained in the school office. Parents must authorize the administration and are responsible for keeping the supply renewed according to the guidelines. A doctor's permission form must be on file for medication administered at school.
12. Tornado and Crisis drills are annually conducted, and students are prepared by word and practice. Drill routes are also posted.
13. Parents are asked to have an alternative plan for students to use in case of an emergency dismissal. Parents should discuss this plan with their child(ren) and make appropriate arrangements if a parent may not be home if an emergency occurs.
14. Fire drills are held according to state and local regulations. Evacuation includes all people from the building. Students have emergency procedures thoroughly explained to them. Drills routes are posted in each room and other areas.
15. Signed field trip permission slips are obtained for each student before a trip is taken and these are kept on file by the teacher.
16. Specific directions are given to parents/drivers when they take students to school and pick them up.
17. If a student is absent, the parent/guardian is asked to notify the school office by 9:30 a.m. If the parent/guardian has not called in, the school office will call home to confirm the absence.
18. Students are not arriving before 7:30 a.m. since teacher supervision is not provided until that time.
19. Students will be released from school early only on the personal written request of a parent or guardian.
20. Students are taught never to accept a ride from a stranger and to report any communication from a stranger to the office.
21. Students riding the bus are informed of rules and behavior guidelines. A bus evacuation is conducted yearly for all students.
22. Doors to the school building are locked by 8:00 a.m. Parents and visitors may enter the main entrance of the school where there is a bell to ring for admittance and report directly to the office.
23. All school employees have been trained according to OSHA Bloodborne Pathogen Standards.
24. All school employees and volunteers are required to complete Safe Environment Program training in compliance with the Diocesan policy on sexual abuse of minors.



# **GENERAL BUILDING SECURITY**

## **DURING SCHOOL HOURS**

1. ALL VISITORS (including parents, relatives, friends, alumni, parent volunteers, sales personnel, etc.) will be required to buzz in at the Mary Statute Gym Entrance (Door #1) where a one-way camera is in operation. Visitors must report and sign in at the office.

## **AFTER SCHOOL HOURS**

1. The school building should be locked by 4:00 p.m. It may be necessary to make exceptions for after-school activities such as club meetings or sporting events.
2. DO NOT PROP THE DOORS OPEN. It is the responsibility of each student and adult to never prop the doors open. Teachers are to ensure that windows are shut, and the classroom doors are locked.

# **MEDICAL EMERGENCIES**

A medical emergency is any situation - actual or imminent – that endangers the safety and/or lives of any person(s).

## **INJURY OR ILLNESS**

In the event of any injury or illness, or other medical emergency, the immediate concern is to aid the injured or ill student. After identification of injury or illness, the following procedures are to be immediately implemented:

### **SCHOOL ADMINISTRATOR**

1. Call 911 to obtain or provide immediate on-site qualified first aid and determine the seriousness of injury or illness; render care and consideration to the injured or ill person by obtaining any emergency medical instructions after consulting the Emergency File for students or staff (e.g., diabetic, allergic reactions, etc.).
2. Immediately contact or direct secretary to immediately contact parent or legal guardian using the Emergency File information.
3. Based on assessment and in consideration for the injured/ill, one of the following procedures may be used to transport injured/ill to the hospital:
  - a. Curriculum Director – obtain services of ambulance by calling 911.
  - b. Parent/legal Guardian – Parent or legal guardian will come to school and transport in personal car.

4. Appoint a staff member to accompany students to hospital if a parent or legal guardian has not arrived.
5. Make certain teacher or staff member is in the school parking lot to direct the emergency team.
6. In the event of a serious injury or illness, report the situation immediately to Spiritual Director and School Counselor.
7. Complete an Accident/Incident Report Form and document the communicable disease, if applicable.

#### TEACHER/STAFF MEMBER

1. Notify the Curriculum Director with the name of the injured/ill student.
2. Remain with students and keep students as stable as possible.
3. Protect yourself against contact with body fluids (blood borne pathogens).
4. If after school hours, call designated individuals listed in Marian's Emergency Contact List.
5. Complete an Accident/Incident Report Form.

### **VERBAL OR WRITTEN THREATS OF SUICIDE**

The possibility of student suicide exists on a daily basis. Sometimes teachers and/or staff become aware of a student's intent to harm himself/herself through either verbal or written means.

#### SCHOOL ADMINISTRATOR:

1. Take threats seriously.
2. Notify police and Emergency Response Services and School Counselor.
3. Notify parents to come and get students and recommend a counselor and/or appropriate resources outside of school.
4. With the student and his/her parents and the School Counselor, they assess the seriousness of the threat. Parents must show proof of psychological consultation before students are permitted to return to school.
5. Complete an Accident/Incident Report Form.

#### TEACHER:

1. Take threats seriously.
2. Notify Superintendent/ Curriculum Director immediately.
3. Make a positive contact with the student telling him/her you are concerned.
4. Do not leave students alone.
5. Continue to express interest in the student after the threat is over.
6. Complete an Accident/Incident Report Form.

#### SCHOOL COUNSELOR:

1. Take threats seriously.

2. Talk with the students and assess the seriousness of the threat.
3. Recommend to students' parent's appropriate resources outside the school.
4. Continue to provide counseling, support the student, and inform the student of your recommendations.
5. In the case of acute threat, do not leave the student unattended.
6. Inform the Curriculum Director of all actions taken.
7. Document all actions taken.
8. Complete an Accident/Incident Report Form.

## **FOOD POISONING**

### **SCHOOL ADMINISTRATOR:**

1. In the event of a serious incident, call 911 and follow Injury/Illness procedures.
2. Collect all appropriate Emergency Health Information from Emergency File.
3. Complete an Accident/Incident report Form.

## **IN-SCHOOL STUDENT DEATH**

The death of a student shall be regarded as a critical event in all cases. Depending on the circumstances of the death, the Crisis Management Team may be convened. Violent deaths such as homicide, suicide, and natural disasters pose very difficult response problems for administrators and faculty, and therefore, the Crisis Management Team can be a valuable contributor to an effective approach.

In the event of a student's death, the following steps shall be taken:

### **SCHOOL ADMINISTRATOR:**

1. Immediately call 911.
2. Secure immediate area and personnel.
3. Notify the parents of the student and the Spiritual Director.
4. Determine if any siblings are enrolled and ask the Spiritual Director and/or School Counselor to meet with them.
5. Notify faculty and staff in writing of the incident and procedures to be followed.
6. Facilitate any investigations by civil authorities.
7. Implement counseling procedures with professional personnel in consultation with School Counselor.
8. Inform faculty/staff to **NOT** release any information to the media.
9. Complete an Accident/Incident Report Form.

### **TEACHER:**

1. Notify Superintendent/ Curriculum Director immediately.

2. If there is no perpetrator in the area, remove other students from the area and maintain a level of calm in the environment.
3. If the perpetrator is in area, speak and remain calm until police arrive.
4. Isolate witnesses (do not allow them to talk to anyone).
5. Await administrative personnel for further instructions.
6. Return other students to classroom when advised.
7. Assist in identification of students in need of counseling.
8. Complete an Accident/Incident Report Form.

## **ILLICIT DRUG USE OR OVERDOSE**

The following are absolutely prohibited:

1. The possession, sale or use of illegal drugs as defined by Illinois State Law.
2. The possession or consumption of alcohol.
3. The possession or consumption of any tobacco products.
4. The possession or use of any prescription/non-prescription medication for which the person does not have applicable physician and parent authorization.

### **SCHOOL ADMINISTRATOR:**

1. Call 911.
2. Obtain or provide immediate on-site qualified first aid until Emergency Services Personnel arrive.
3. If a student is alert, obtain and document name of drug, how administered, and at what time it was administered.
4. Provide a copy of the documented information to Emergency Services personnel for hospital personnel.
5. Immediately contact our direct secretary to immediately contact the parent or legal guardian using the Emergency File information.
6. In emergencies, follow emergency medical procedures for Injury/Illness.
7. In non-emergency, Administrator brings students to the office with backpack, purse, and other personal possessions.
8. Ensure that at least two (2) staff and police officer are present at meeting with student.
9. Tell student what is suspected and ask student to produce drugs or alcohol.
  - a. If a student denies or refuses:
    1. Ask students to empty pockets, backpack, and all other containers.
    2. Administrator, two staff, police officer (if present) and student go to student's locker for appropriate search.
  - b. If drug or alcohol is found:
    1. Police (if present) will follow lawful procedures
    2. The administrator will inform parent.
    3. Facilitate law enforcement investigation.
    4. School disciplinary action will be administered in accordance with Family Handbook.

5. The administrator will direct follow-up by School Counselor.
- c. If no drug or alcohol is found:
  1. The administrator will inform parents and meet with student and parent.
  2. Complete an Accident/Incident Report Form.

TEACHER:

1. Notify the Administrator immediately with the name of the student.
2. Keep students as stable as possible.
3. Isolate witnesses and DO NOT allow them to talk to anyone or each other.
4. In an emergency, follow Injury/Illness procedures.
5. Complete an Accident/Incident Report Form.

### **SUSPECTED PHYSICAL ABUSE OF A STUDENT**

SCHOOL ADMINISTRATOR, TEACHER, AND STAFF:

1. Observe and assess if any suspected abuse or neglect has occurred.
2. If any abuse or neglect is determined or even suspected, in the case of teachers and staff, immediately notify the Superintendent/ Curriculum Director.
3. The Curriculum Director will contact the police and parents of the student.
4. If a student approaches a staff member, the Curriculum Director will call the DCFS Hotline 1-800-252-2873 within 24 hours.
5. Complete the Mandated Reporter Form within 24 hours after the telephone report. The form is available in the school office.

### **FOOD ALLERGIES**

Food allergies can be life threatening. The risk of accidental exposure to food can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

FAMILY'S RESPONSIBILITY:

1. Notify the school of the child's allergies.
2. Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in the Before/After School Program, and during school-sponsored activities.
3. Provide the school a written medical documentation, instructions, and medications as directed by a physician.

4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in the self-management of their food allergy including:
  - a. Safe and unsafe foods.
  - b. Strategies for avoiding exposure to unsafe foods.
  - c. Symptoms of allergic reactions.
  - d. How and when to tell they may be having an allergy-related problem.
  - e. How to read food labels (age appropriate).
6. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
7. Provide emergency contact information.

#### SCHOOL'S RESPONSIBILITY:

1. Review the health records submitted by parents and physicians.
2. Identify a core team of, but not limited to, Curriculum Director, teacher, counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
3. Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts, and crafts.
4. Ensure medications are appropriately stored, and that an emergency kit is available in the office that contains a physician's standing order for epinephrine.
5. Designated school personnel are properly trained to administer medications in accordance with procedures governing the administration of emergency medications. All medications administered to students must be logged in the medication logbook.
6. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
7. Review policies/prevention plan with the core team members, parents/guardians, students (age appropriate), and physician after a reaction has occurred.
8. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
9. Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
10. Follow federal/state/district laws and regulations regarding sharing medical information about the student.
11. Take threats or harassment against an allergic child seriously.

#### STUDENTS' RESPONSIBILITY:

1. Should not trade food with others.

2. You should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

## **EVACUATION (TO WOODSTOCK NORTH)**

*Woodstock North High School*

*3000 Raffel Rd., Woodstock, IL 60098*

*815-334-2100*

*Contact: Jen Spear, Assistant Principal*

### **SCHOOL ADMINISTRATOR:**

1. Issue evacuation order of P.A. and advise of any special instructions (which exits to use or not use).
2. Call 911 for police, ambulance, and/or fire.
3. Establish an Incident Command Station at Woodstock North.
4. Ensure that the custodian has turned off all motors, fans, and other power-driven equipment.

### **TEACHER:**

1. Evacuate when you hear an announcement.
  - a. Take a roster & red/green cards with you.
  - b. Instruct students to stay together on the way to Woodstock North.
2. Close classroom doors and turn out lights as students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. Listen for announcements or directions pertaining to evacuation.
5. Reassemble the students at Woodstock North and check attendance to ensure that all students are accounted for.
  - a. Report any missing students immediately.
  - b. Give attendance count and names to Command Station.
6. DO NOT return to school until instructed to do so.

### **INCIDENT COMMAND STATION (OFFICE AND ADMINISTRATIVE PERSONNEL)**

1. Collect attendance from teachers and compile a list of possible missing students.
2. If students are missing, designate staff members to attempt to locate them.
3. Determine if students are to:
  - a. Remain at evacuation area.
  - b. Be evacuated to another area. (Woodstock North)
  - c. Be dismissed for the day. If students are to be dismissed for the day, establish a checkout area at Woodstock North.

4. When crisis has ended, provide staff and students with necessary instructions such as any changes to the daily schedule and what class to return to. Superintendent shall issue a press release regarding reunification details.

## **SHELTER IN PLACE/SEVERE WEATHER/TORNADO**

This is done when you receive information and instructions to shelter in place, rather than evacuate, due to a nearby hazardous material release.

When a Severe Weather Watch or Warning has been issued in the area near the school:

1. Monitor weather stations.
2. Bring all the people inside buildings.
3. Close windows and blinds.
4. Review severe weather drill procedures.
5. Avoid gymnasiums and cafeteria.
6. Review "DROP, COVER AND HOLD" with students.
7. Assign support staff to monitor all entrances and weather conditions.

When a Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

SCHOOL ADMINISTRATOR:

1. Notify the school to shelter in place by using the P.A. system.
2. Request all people outside to come into the building immediately.
3. Ensure that maintenance immediately shuts off heating, cooling, and ventilating if the situation warrants.
4. Allow NO ONE to leave the shelter during the emergency.
5. Use reasonable judgment in allowing outsiders into shelter during the incident.
6. Maintain contact with emergency personnel.
7. Announce the status frequently to building occupants.

TEACHER:

1. Move all the students indoors.
2. Close all windows and doors to the shelter area if warranted.
3. If there appears to be air contamination, place a wet handkerchief or paper towel over your nose and mouth.
4. DO NOT allow anyone to leave until given the "ALL CLEAR."



# **DISASTER RESPONSE**

To be used as general guidelines for all types of major disasters.

## **EVACUATION**

### **SCHOOL ADMINISTRATOR:**

1. Announce any special instructions.
2. Evacuate all staff and students to designated areas.
3. Take Crisis Plan.
4. Ensure that maintenance has turned off all power-driven equipment.
5. Establish an Incident Command Station (Superintendent/ Curriculum Director should remain at Command Station to make decisions).
6. Designate qualified people to establish a First Aid station.
7. Assign a staff member to oversee:
  - a. Collect attendance from teachers and establish list of the missing
  - b. First Aid
  - c. Search/Rescue
  - d. Check-Out Station to release students to parents
8. If buildings are damaged, appoint guards to see that no unauthorized person goes in.
9. Post traffic control at school entrances to keep parking free from emergencies vehicles.

### **TEACHERS:**

1. Evacuate when you hear an alarm, announcement, or it is obvious that evacuation is necessary.
  - a. Take roster sheet & red & green card.
  - b. Do not move seriously injured students unless they are in a life-threatening situation.
2. Leave the building in an orderly manner. MAKE SURE TO KEEP THE CLASS TOGETHER.
3. Listen for instructions.
4. Assemble students at a pre-designated area.
5. Take attendance and list names of students missing.
  - a. Attempt to recall the last known location of missing students. (i.e., went to bathroom, library)
  - b. Report on attendance to Command Station.
6. Send injured people to the First Aid Station.
7. Note in the grade book anyone who leaves the group for any reason.
8. Take attendance periodically.

### **STAFF IN CHARGE OF COLLECTING ATTENDANCE:**

1. Collect attendance from teachers.

2. Compile a list of possible missing people and their last known location.
3. Pass along the list of the missing to staff in charge of Search/Rescue.
4. Keep a running log of who:
  - a. Is okay
  - b. It has minor injuries
  - c. Has serious injuries
  - d. Is missing
  - e. Is deceased

#### STAFF IN CHARGE OF FIRST AID:

1. Gather first aid supplies.
2. Assess the seriousness of the injuries.
3. Document all persons with injuries and any treatment administered.
4. Record the names of all deceased.
5. Pass all records to Command Station.

#### STAFF IN CHARGE OF SEARCH/RESCUE:

1. Obtain a list of missing and last known locations from Command Station.
2. Begin a systematic search of the building.

#### STAFF IN CHARGE OF CHECK OUT STATION:

1. Keep a record of each student released.
2. Note time and person released to.

## **DRILLS**

Although it is necessary to keep classroom interruptions to a minimum, it is also imperative that Faculty, Staff, and Students know how to react in a disaster. It is for this reason that each of the following drills is conducted at least THREE times each year. Each drill should be evaluated for problems or areas in which they could be improved.

### **FIRE DRILL**

Fire drills practice the evacuation of Staff and Students from the building in an effective, prompt, and orderly manner. The Fire Department and Annex Office Staff should be notified BEFORE each drill.

#### **SAMPLE CLASSROOM FIRE DRILL:**

**Objective:** During the fire drill or at the first sign of fire, students demonstrate their ability to react immediately and appropriately during the evacuation process. The drill may be timed for an exact measurement of how well the drill was performed.

#### **Following the teacher's command students will:**

1. Immediately proceed in an orderly manner along the posted route.

2. Be silent and listen to instructions.

During the Fire Drill teachers will:

1. Gather rosters and red/green cards.
2. Instruct students to evacuate.
3. Check attendance once class is outside the building.
4. Listen to further instructions.

## **TORNADO DRILL**

**SAMPLE CLASSROOM TORNADO DRILL:**

1. Objective: During a tornado drill, students and staff should demonstrate their ability to react immediately and appropriately to reduce the risk of injury from a tornado.
2. Following the teacher's command, students will:
  - a. Immediately move to pre-designated shelter location.
  - b. Be silent and listen to instructions.
  - c. Face the wall in the disaster position.
3. During the Tornado Drill, teachers will:
  - a. Take rosters and red/green cards with them.
  - b. Evacuate students to pre-designated shelter area.
  - c. Give the "Drop and Tuck" (disaster position) command when necessary.

## **BUILDING EMERGENCIES**

### **MAJOR FIRE OR EXPLOSION**

**SCHOOL ADMINISTRATOR:**

1. Activate fire alarm. Use P.A. announcement if alternate evacuation route or assembly area is to be used.
2. Call 911 to report a fire emergency.
3. Advise appropriate staff to administer first aid.
4. Pre-appointed staff members (Curriculum Director, Administrative Assistant, Custodian) should search all areas of building for stragglers.
5. Determine if the primary evacuation point is safe.
6. Ensure that the custodian has turned off all motors, fans, and other power-driven equipment.
7. Designate a staff member to meet the incoming emergency vehicle(s) and notify them of exact location of fire/emergency.
8. The Deans shall compile the total roster of missing or unaccounted students.
9. Notify Emergency personnel of unaccounted students.

10. Evaluate need to re-enter building for uncounted or students with Emergency Personnel.
11. Signal "All Clear-Return to Class" when appropriate.
12. File a Critical Incident Emergency Report along with supporting documents, as necessary.

TEACHER:

1. Activate Fire Alarm
2. Evacuate students when you hear fire alarm sound.
  - a. Follow pre-designated primary and alternate evacuation routes noted in the Fire Drill Directives.
  - b. Take rosters and red/green cards with you.
3. Close the classroom door and turn out the lights, accounting for all students in the room before leaving the room.
  - a. Leave the building in an orderly manner without rushing or crowding.
  - b. Walk from the building in the stated course.
  - c. Try to evacuate students upwind or crosswind away from danger.
  - d. Make sure students are out of the way of emergency vehicles.
4. Reassemble the students and check the role. **Account for all students.**
5. Report any missing students immediately to the Deans.
6. Do not return to the room until instructed to do so.
7. Ensure appointed caretakers assist those students that require help.

**SMALL FIRE**

SCHOOL ADMINISTRATOR:

1. If not already activated, activate the alarm system.
2. Dial 911 to report a fire emergency.
3. Attempt to determine the location and nature of fire. Immediately relay all the information to the Fire Department.
4. Designate a staff member to meet the incoming fire truck and provide the location and nature of the fire.
5. Retain staff and students outside until the Fire Department declares that the building is safe to return.

TEACHER:

1. Activate alarm system.
2. Immediately evacuate the class.
3. Use a fire extinguisher if there is no additional danger to yourself.
4. If a fire cannot be extinguished notify the office and/or arriving emergency personnel of the location and nature of the fire.

5. If fire is extinguished:
  - a. Notify the office of the location and nature of the fire and that it has been extinguished.
  - b. Retain class outside until the fire department declares that it is safe to return.
  - c. Restore calm and resume the education process as quickly as possible.
6. File an Incident Report.

## **HAZARDOUS MATERIAL RELEASE**

A Hazardous Materials Incident could come in the form of material released outside the school grounds or inside the school building.

The release of hazardous materials inside the building could be in the form of an accidental combination of cleaning materials or chemicals from the science lab.

**A DECISION MUST BE MADE TO SHELTER IN PLACE OR TO EVACUATE DURING A HAZARDOUS MATERIALS RELEASE.** Most likely first notification of an external Hazardous Materials Incident will come from the Fire, Police, or Emergency Services Department.

1. Establish Incident Command Station
2. Provide communication link between Emergency Personnel and Curriculum Director.
  - a. Call 911.
  - b. Provide the name and location of the school.
3. Determine if students are to:
  - a. Remain at evacuation area.
  - b. Evacuate to new location; or
  - c. Be dismissed for the day.
4. Determine any special instructions for Emergency Personnel to outline potential risks to the school.
5. Collect Emergency Contact Information.
  - a. Office staff will notify parents
6. When the crisis has ended, provide staff and students with necessary instructions such as any changes to the daily schedule and what class to return.

## **IF TOLD TO SHELTER IN PLACE**

SCHOOL ADMINISTRATOR:

1. Call 911 and remain in contact with the Fire Department or Emergency Services Personnel to determine duration of the shelter-in-place order or if any changes to order occur.
2. Follow the general Shelter in Place procedures as outlined.

3. Convey all special instructions to classroom teachers. E.g. close doors and windows, turn off electrical equipment, etc.
4. Ensure that the custodian has turned off all motors, fans, and other power-driven equipment.
5. Activate parent notification protocol.
6. Ensure all buses reroute to the school are re-directed to alternate relocation site.

**TEACHER:**

1. Collect rosters and red/green cards.
2. Listen to special evacuation instructions.
3. Assemble class and take attendance.
4. Report any missing students to administration.
5. Turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
6. Listen for announcements or further directions.

**IF TOLD TO EVACUTE**

**SCHOOL ADMINISTRATOR:**

1. Request help from the Fire Department and Emergency Services Personnel in determining a safe location and safest route of evacuation.
2. Use P.A. to signal evacuation and any special instructions need to be given, such as which exits to use.
3. Advise staff to administer first aid, as necessary.
4. Evacuate all staff and students to pre-designated evacuation area.
5. Evacuate the classroom and begin following the general disaster procedures.
6. Activate parent notification protocol.

**TEACHER:**

1. Take rosters and red/green cards, close classroom door, and turn out lights.
2. Make sure students are out of way of emergency vehicles.
3. Reassemble the students and check attendance to ensure that all students are accounted for.
4. Report any missing students to administration immediately.
5. Note on roster any students who are released to parents.

**IF TOLD TO DIMISS**

**SCHOOL ADMINISTRATOR:**

1. Establish a checkout area
2. Use all school media communication tools to notify parents/guardians.

TEACHER:

1. Release students to the office when requested by the Curriculum Director.
2. Remain with class until all students are dismissed.

## **UTILITY FAILURES**

### **INSIDE GAS LEAK**

SCHOOL ADMINISTRATOR:

1. **STOP:** Do not use electrical switches.
2. **STOP:** Do not use the fire alarm as it may take students into areas of highest gas concentration.
3. Notify staff and students by P.A or oral announcement to evacuate to the assembly point whenever a strong gas odor is reported, routing students around and away from areas of gas odor or leak.
4. Call 911 using cell phone, if possible, from outside of the building and tell the dispatcher you smell gas (be specific as to where the odor is located and what has been done with the staff and students).
5. Notify Gas Company.
6. Oversee evacuation.

TEACHER:

1. Evacuate students to the assembly point when informed to do so (area of origin of the gas leak may need to be avoided).
2. Use fire drill procedures for evacuation.
3. Route students around and away from areas of gas odor or leak.
4. Take attendance call at assembly point.
5. Ensure that medical care is given to anyone injured or overcome by gas.

CUSTODIAN:

1. Ventilate the area (leave as many doors and windows open as possible, especially where gas concentration is the highest).
2. Operate manual controls to shut off open flame devices.
3. Assist Gas Company in finding and fixing gas leaks.
4. Advise Curriculum Director when building is safe for re-occupancy.

## **POWER OUTAGE**

### **SCHOOL ADMINISTRATOR:**

1. Inform electric company of the outage.
2. Instruct students and staff to either remain in place or to evacuate by using a messenger.

### **TEACHER:**

1. Follow instructions from the office to remain in place or evacuate.
2. If electrical failure interrupts educational process, find an activity for students to do that will keep them occupied and under control.

### **CUSTODIAN:**

1. Distribute available flashlights.
2. Assist the electric company in restoring power.

## **POWER LINE DOWN ON SCHOOL PROPERTY**

### **SCHOOL ADMINISTRATOR:**

1. Notify staff and students to avoid problem areas.
2. Designate a staff member to guard the area of the downed power line.
3. Call 911.
4. Notify electric company.
5. Notify McHenry County Department of Public Health (815-334-4510).

### **TEACHER:**

1. Follow instructions from office as to remain in place or to evacuate.
2. If electrical failure interrupts educational process, find an activity for students to do that will keep them occupied and under control.

### **CUSTODIAN:**

1. Distribute available flashlights.
2. Assist the electric company in restoring power.



## **WATER SHORTAGE/BOIL WATER ORDER**

### **SCHOOL ADMINISTRATOR:**

1. Notify faculty/staff and students.
2. Call Water Company (815-338-6118).

### **CUSTODIAN:**

1. If possible, turn off drinking fountains.
2. Assist the water company in determining the cause and in making the repairs.

### **TEACHER:**

1. Continue normal educational duties.
2. Follow directives from the Administration.

## **BOMB THREAT**

### **PHONE CALL RECIPIENT:**

1. Keep the caller on the phone if possible and do not hang up.
2. Write down everything the caller says.
3. After the call is over, write down any impressions of the caller.
4. Notify the Superintendent/ Curriculum Director.
5. Do not discuss the call with anyone until the Superintendent/ Curriculum Director is notified in-person.

### **SCHOOL ADMINISTRATOR:**

1. Call 911 and report that a threatening call has been received.
2. Instruct the staff not to use two-way radios or cell phones.
3. Pass information and instructions to the teachers by messenger.
4. Direct students and staff, "DO NOT take personal belongings, coats or backpacks." "Teachers and staff will leave their windows and doors open when exiting."
5. Supervise the immediate evacuation of the building to Woodstock North H.S.
6. Wait for Police and Fire Personnel and assist as requested with the search.
7. Wait for "All Clear" from the Police and Fire Personnel before allowing students back in the building.

### **TEACHER:**

1. Collect class roster.
2. Teachers and staff will check their classrooms, offices, and work areas for suspicious items and report any findings to the search team members.

3. If a suspicious item is found – DO NOT TOUCH IT. Secure area where the item is located, but do not guard it.
4. Evacuate immediately to the Fire Department when advised.
5. Take attendance when students are re-assembled.
6. Give attendance count and report any missing students to administration.

## **SCHOOL THREAT ASSESSMENT RESPONSE PROTOCOL**

### ***Mission Statement***

The purpose of this protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before they occur. The protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out.

*NOTE: This protocol is applicable during any school-sponsored event or function, whether the event or function is on school property or not.*

### **Procedures**

The following procedure is separated into several sections to reflect those instances where specific individuals may receive a threatened act of violence.

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  2. Assume the threat is serious.
  3. Immediately report the threat to a parent, guardian, school staff, administrator, or law enforcement officer.
  4. Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.
5. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - a. Assume the threat is serious.
  - b. Immediately report the threat to a school staff member, school administrator or law enforcement officer.
  - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.
6. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - a. Assume the threat is serious.
  - b. Immediately report the threat to a school administrator.
  - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.
7. Any school administrator, upon receiving information that person is threatening to commit an act of violence, shall:
  - a. Assume the threat is serious.

- b. Because the student is making the threat, if said student is on campus, to immediately be removed from the classroom and segregated into a secure area pending further investigation.
  - c. Immediately notify a law enforcement officer and provide the officer with complete information regarding the information received.
  - d. Request the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.
- 8. The law enforcement officer, upon receiving information that a person is threatening to commit an act of violence, shall:
  - a. Assume the threat is serious.
  - b. Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include the parents of the student threatening violence and at least one administrator.  
 NOTE: The primary purpose of the interview is to engage in an assessment of the available information, to determine the veracity of the threat, to decide what level of follow-up action is needed and appropriate.
- 9. Once the assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
  - a. If it is agreed the threat is credible:
    - 1. The law enforcement officer shall immediately consult with the McHenry County States Attorney.
    - 2. The school administrator shall take administrative action in accordance with school policy.
    - 3. The student's parents or guardian shall be notified of the school's decision.
    - 4. All school families and Parish Pastors will be notified.
  - b. If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.

### **Follow-Up Considerations**

The Threat Assessment Response Protocol shall be periodically reviewed to assess its effectiveness. Changes should be made, as needed, based on actual experiences.

## **VIOLENCE AND CRIME**

### **VIOLENT ACTIONS BY STUDENTS**

Includes: Physical Assault, Fights, Verbal Assault, or Verbal Threat.

SCHOOL ADMINISTRATOR:

- 1. Assess the situation and intervene if requested by the teacher.
- 2. Call 911 for police if students(s) refuse to cooperate.
- 3. Assist the police in any way requested.
- 4. Follow disciplinary action according to Discipline Policy.

5. File an Incident Emergency Report along with supporting documents, as necessary.

TEACHER:

1. Make verbal contact in calm, low-toned voice.
2. If behavior does not cease, strongly say, "STOP" and then lower voice and encourage student to talk about the issues somewhere else.
3. Try to take offending students to a more secure area so they can calm themselves without losing face; or try to get the area emptied of other students so there is less audience and less danger.
4. If the offending students refuse to cooperate, notify the Curriculum Director that you need help with a violence problem.
5. Do NOT leave the offending students alone.
6. Never grab or touch a violent student unless he/she is causing harm to himself/herself or others.
7. File an Incident Emergency Report.

### **ARMED STUDENT OR HOSTAGE**

SCHOOL ADMINISTRATOR:

1. Call 911 for the police.
2. **IF WEAPON IS VISIBLE:**
  - a. Escort police to the scene.
  - b. STAY OUT OF VIEW OF STUDENT.
  - c. Work with police as directed.
  - d. Announce to staff to lock their doors. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
  - e. Maintain calm.
  - f. Refer media calls to the Diocese of Rockford.
3. **IF WEAPON IS SUSPECTED:**
  - a. Have the police bring the student to the office with a book bag, purse, books, and other possessions.
  - b. Ensure that at least two adults and the police officer are present.
  - c. Tell the student what is suspected and ask the student to produce the weapon. If the student denies or refuses, ask the student to empty pockets and all other containers.
  - d. If the search yields nothing, the two adults, the police, and the student go to the student's desk and locker for a search.
  - e. If a weapon is found, the police will remove the student.
  - f. Notify the parents. Follow disciplinary action in the Discipline Policy Handbook.
4. File an Incident Emergency Report along with supporting documents as necessary.

**TEACHER:**

1. Notify the office immediately and advise whether a weapon is suspected or visible.
2. Try to calm the students and others.
3. DO NOT approach the student...DO NOT attempt to confiscate the weapon.
4. If a weapon is visible, or a student is threatening, ask the student in a calm voice for permission to evacuate the rest of the class.
5. Evacuate QUIETLY, if allowed. (Take a roster and red & green cards with you.).
6. If evacuation is not allowed, keep talking with the student until the police arrive.
7. When the police arrive do as they advise.
8. Lock doors when you hear the announcement to do so.
9. File an Incident Emergency Report.

**INTRUDERS**

**SCHOOL ADMINISTRATOR:**

1. Approach the intruder (with another adult, if possible) and determine the nature of their presence.
2. Ask for identification.
3. Direct and/or escort them to the proper office.
4. If they have no acceptable purpose, ask them to leave.
5. If they refuse to leave:
  - a. Remind them they are in violation of the law.
  - b. Inform the person that the police will be called.
6. If they continue to refuse to leave, call 911 for the police.
7. If the situation is very severe, announce "There is an intruder in the building" on the P.A. system, which means all teachers lock their doors.
8. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
9. When the situation is resolved, announce the "ALL CLEAR."
10. File an Incident Emergency report and support documents, as necessary.

**TEACHER:**

1. Report any suspicious person to the office immediately.
2. Tell the office that you need assistance.

## **VANDALISM OR GRAFFITI**

### **SCHOOL ADMINISTRATOR:**

1. Assess the extent of the damage.
2. If damage appears LESS than \$750:
  - a. Take a photo.
  - b. Make notes on the kind, extent, location, and approximate time of the damage.
  - c. Attempt to identify vandals.
  - d. If a student has been identified as the vandal, notify parents.
  - e. Call maintenance for repairs.
3. If damage appears MORE than \$750:
  - a. Cordon off the area.
  - b. Call 911 for the police.
  - c. Take a photo of the damage.
  - d. Make notes on the kind, extent, location, and approximate time of the damage.
  - e. After the police have seen the damage, call maintenance for cleanup and repairs.
  - f. Attempt to identify the vandals, if known, notify parents and follow Discipline Policy Handbook.
  - g. File an Incident Emergency Report.

### **TEACHER:**

1. Notify the office of damage and names of vandals if known.
2. File an Incident Emergency Report

## **DRIVE-BY SHOOTING**

### **SCHOOL ADMINISTRATOR:**

1. Call 911 for the police, and if needed an ambulance.
2. Give as much information as possible.
3. Bring all students and staff indoors immediately.
4. Secure buildings by locking doors and windows.
5. Make an announcement for students to "Drop to the floor."
6. Have teachers remain with their classes.
7. Hold students beyond dismissal time when necessary.
8. Staff should remain with the students until the emergency is over.
9. Provide counseling to any student as needed.

### **TEACHER:**

1. When shots are heard, yell to students to "Drop to the Ground."
2. As car exits area, yell to students to "Run into the Building."

- a. Be alert for cars returning to the area.
  - b. Be prepared to yell again "Drop to the Ground."
5. Notify the office as soon as possible.
  - a. Report any known injuries.
  - b. Give a description of the car and license plate number, if possible.
  - c. Give description of persons in car (race, sex, hair color/length, etc.).
  - d. Last known direction of travel (street and direction).
4. Organize students within the building and try to restore calm.
5. Return students to the classroom.
  - a. Take attendance and report any missing students.
  - b. Arrange for classroom monitor.
  - c. Return to the office and answer questions from the police.
  - d. File an Incident Emergency Report.

## **SEXUAL ASSAULT**

### **SCHOOL ADMINISTRATOR:**

1. Call 911 for the police and, if necessary, an ambulance.
2. Pull out emergency health information and administer First Aid.
3. Call the counselor to stay with the victim.
4. Isolate suspect, if possible.
5. Isolate witnesses and do not allow them to talk to anyone or each other.
6. Secure area where assault occurred.
7. Appoint someone to call parents
8. Call parents.
9. File an Incident Emergency Report.

### **TEACHER:**

1. Alert office **IMMEDIATELY**.
2. Remain with victim.
3. File an Incident Emergency Report.

## **POST CRISIS**

### **Curriculum Director:**

1. Coordinate school-wide response.
2. Consider calling in stress management professionals in consultation with school counselors to counsel staff, students, and parents.
3. Assist staff and teachers with crisis aftermath.
4. Assist students and parents with crisis aftermath.
5. Put together an evaluation team soon after the crisis to analyze the crisis and response.

6. Draft communication to be given to the parents.

TEACHERS:

1. Provide students with a comfortable place for safety and acceptance.
2. Inform students that you are there to listen and talk about what happened.
3. Discuss with students what they can do to help feel safer and more comfortable.
4. Communicate with parents at the direction of the Curriculum Director.
5. Complete a Critical Incident Emergency Report.



## **CRITICAL INDICENT EMERGENCY REPORT FORM**

(To be complete within 24 hours of the incident.)

Date Incident Occurred: \_\_\_\_\_ Location: \_\_\_\_\_

### **Type of Incident:**

- \_\_\_\_\_ Weapons-related incident involving a student.
- \_\_\_\_\_ Use of physical force by student.
- \_\_\_\_\_ Incident involving student, staff, or faculty member resulting in injury or death.
- \_\_\_\_\_ Physical or sexual assault of a student or faculty/staff member.
- \_\_\_\_\_ Death Threat to a student, staff, or faculty member.
- \_\_\_\_\_ Hostage situation involving a student, staff, or faculty member.
- \_\_\_\_\_ Bomb threat to school.
- \_\_\_\_\_ Building emergency.
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Faculty/Staff Involved: \_\_\_\_\_

What Specifically Occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What, if any, administrative action resulted or is being considered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CRITICAL INCIDENT EMERGENCY REPORT FORM

(Continued)

## Condition of School Building and Grounds:

(e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.)

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## Condition of Neighborhood:

(e.g.: fallen power lines, debris-cluttered streets, etc.)

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Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## **CHECKLIST FOR RECIPIENTS OF BOMB THREAT CALL**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\*\* PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING!**

**\*\* WRITE OUT MESSAGE IN ITS ENTIRETY.**

### **Questions to ask:**

When is the bomb going to explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What type of bomb is it? \_\_\_\_\_

What causes it to explode? \_\_\_\_\_

What is your name? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

**Length of Call:** \_\_\_\_\_ **Sex of Caller:** Male\_\_\_\_ Female\_\_\_\_

### **Background Sounds:**

Street Noises\_\_\_\_\_ Voices\_\_\_\_\_ PA System\_\_\_\_\_

Music\_\_\_\_\_ Bar Sounds\_\_\_\_\_ Motor Running\_\_\_\_\_

Gas Station\_\_\_\_\_ Office Machines\_\_\_\_\_ Factory Noises\_\_\_\_\_

Animal Noises\_\_\_\_\_ Clear\_\_\_\_\_ Static\_\_\_\_\_

Cafeteria Noise\_\_\_\_\_ Long Distance

**Was the caller familiar with the area?** YES, \_\_\_\_\_ NO \_\_\_\_\_

## **CHECKLIST FOR RECIPIENTS OF BOMB THREAT CALLS**

(Continued)

### **Caller's Voice:**

Calm_____	Excited_____	Angry_____
Slow_____	Rapid_____	Soft_____
Loud_____	Laughter_____	Crying_____
Normal_____	Slurred_____	Nasal_____
Lisp_____	Stutter_____	Raspy_____
Deep_____	Deep Breathing_____	Familiar_____
Disguised_____	Clearing Throat_____	Accent_____

If voice is familiar, whom did it sound like? \_\_\_\_\_

Was the message read by the threat maker? YES,\_\_\_\_\_ NO\_\_\_\_\_

If the voice had an accent, describe: \_\_\_\_\_

<b>Race:</b> Hispanic_____	<b>Age:</b> Under 18_____
African American_____	18 - 25_____
Asian_____	25 - 40_____
Caucasian_____	Over 40_____
Other_____	Over 60_____

Person receiving call: \_\_\_\_\_



## Marian Central Catholic High School

### **STUDENT ACCIDENT/INCIDENT REPORT FORM**

Accident/Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Teacher in Charge: \_\_\_\_\_

Present at the Scene of Accident: \_\_\_\_No \_\_\_\_Yes

Place Injury Occurred: \_\_\_\_\_

Witnesses: \_\_\_\_\_

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Describe Injury & How the Injury Occurred: \_\_\_\_\_

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Action Taken to Assist Student: \_\_\_\_\_

Name of Parent/Guardian Notified: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Transported (if applicable) to Where: \_\_\_\_\_

By Whom: \_\_\_\_\_

Further Information You Would Like to Include: \_\_\_\_\_

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Name of Staff Completing this Report: \_\_\_\_\_

Signature: \_\_\_\_\_

FLOOR PLANS

